



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 19, 2014

Julie Christner
224 Washington St.
Princeton, IA 52768

Dear Julie Christner,

Please read this carefully, failure to follow the instructions in this letter may result in revocation.

This letter is in regards to the 6/18/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **This is because items are missing. ER numbers need to posted, dog records need updated, illness and health-related policies**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. **Need to post paper copy**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **Appt' for 6/25/14- 4 pet records needed-**

☐ 110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use. **Need to use cover when not in use**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies. **Need to print out policy and have available**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies. **Need to print out policy and have available**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Jeffery- need exam, Emma- need exam

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Expired

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Need more hours

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes.

Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

E.M, W.F, L.F, Z.M, P

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

W.F, L.F

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

E.M, W.F, L.F, Z.M, P

Reminder: On November 1, 2013 there will new forms for physicals (for provider, family and pets). There are other forms will be updated at that time. These forms will be required to be in files during the next checklist.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations BY 8/4/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 8/4/14 period.

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ext 422

800/650-6361 for long distance only

Fax: 563/557-9177

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

A copy of this letter went to CCRR. You may contact CCRR for a follow-up visit. CCRR can help you get the forms and such you may need.

For Scott County:

CCRR, 500 E 59th St, Davenport, IA 52807

563-324-3236, 563/324-3239 ext. 1423 Long distance: 866-324-3236

Kathy Yoke kyoke@iacommunityaction.org Child Care Consultant Supervisor

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).